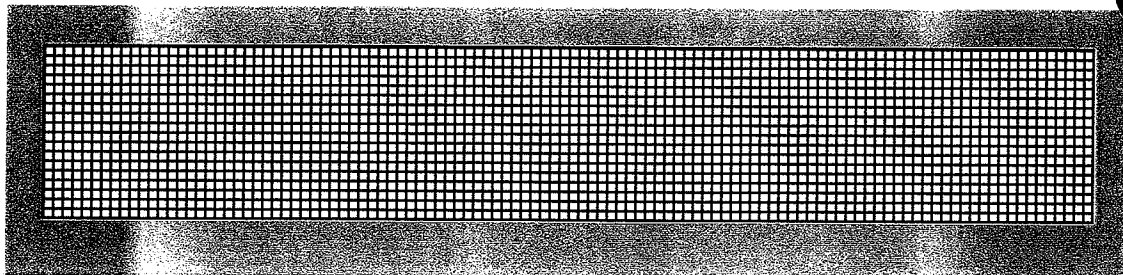


# Bellevue Police Department



**Staff Support Section**



# 1999 ANNUAL REPORT

**James E. Montgomery**  
Chief of Police

**Major Michel J. Pentony**  
Staff Support Commander

**Acknowledgements:**

**1999 Annual Report Team Members:**

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The 1999 Annual Report Team would like to thank the following individuals  
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Bud Campbell  
Edna Snow  
Julie Erdmann  
Debbie Brennan  
Debbie Martin  
Lee Butler  
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Margie Broderick



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*Bellevue Police Department*

# Staff Support Mission Statement

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*To provide a high level of support  
service to the Police Department  
and our community through  
commitment to our core values.*



*City Of Bellevue*

# Core Values

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The five essential and enduring principles that guide our individual actions, our interaction, and our decision making in the City of Bellevue.

Exceptional Public Service

*We deliver outstanding service to our customer.*

Stewardship

*We preserve and enhance the community's environmental, financial, human and physical resources.*

Commitment to Employees

*We value all employees and their contributions and treat each other with caring and respect.*

Integrity

*We are trustworthy, truthful, and ethical.*

Innovation

*We encourage and reward creative ideas and solutions.*



# Introduction

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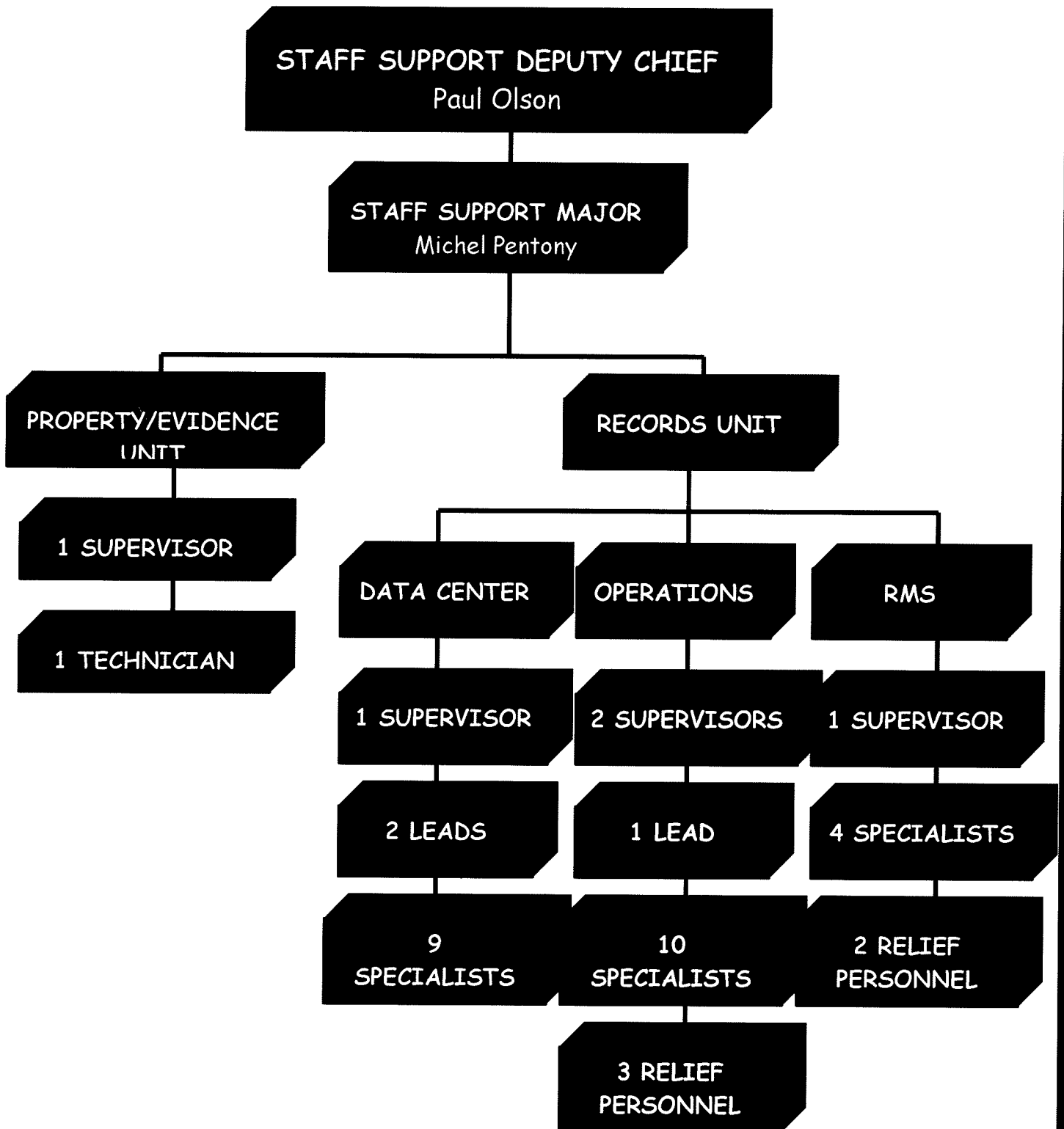
The 1999 Annual Report has been developed to provide readers with a brief but thorough overview of the entire Staff Support Section. It offers information regarding how the department is organized, specific job duties and functions, and an explanation of statistical data. Moreover, it summarizes the highlights of the past year and provides an outlook into the future.

The Staff Support Section of the Bellevue Police Department is comprised of two distinct units: The Property/Evidence Unit and the Records Unit. Although each unit works independently of another, they both provide essential services to the Police Department as a whole. Without their concentrated efforts, skills and dedication, many goals of the Staff Support Section would not be met.

During 1999 the Staff Support Section underwent several changes. A new Major was assigned to command in March, the Records Unit focused on selecting a new vendor for the Records Management System (RMS), the detention facility was upgraded to a new level and a reorganization of the property room occurred.

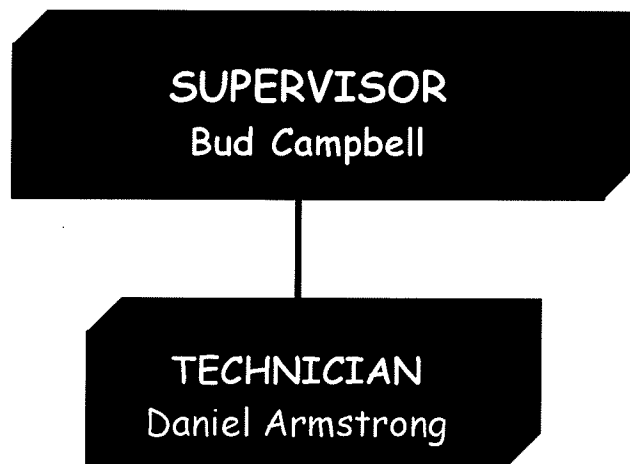
The Staff Support Section consisted of 35 total employees in 1999. The Records Unit consisted of 23 Records Information Specialists and five Relief personnel. Four Records Supervisors and three Lead Specialists complimented this staff. The Property/Evidence Unit staffed one Property Room Supervisor and one Technician. The Staff Support Section also greatly benefited from the added support and assistance of several volunteers.

# Staff Support Section





# Property/Evidence





# Property Evidence Unit

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1999 was a pivotal year for the Property Evidence Unit. There was a 100 percent turnover of personnel. There was a 77% increase in cases and a 92% increase in the total of evidence items received over 1998 figures. Approximately 8100 items of evidence were eliminated during the year. Emergency generator power was installed to protect evidence that needs refrigeration. Unit alarms are now connected to an UPS system.

The Property Evidence Manual was published in November and training began in December. The training was provided to all Sections with the exception of the Traffic Unit and two of the CSU Sections. In conjunction with the manual, "Evidence example" photo boards were posted throughout the Department. Each training participant received a consolidated handout of the manual's content. Additionally, many forms were redesigned to provide more accurate information and be user friendly.

Changes were made to the Property Evidence disposition process in 1999. Cases are reviewed and disposition notices sent to the Officers and Detectives continuously. When evidence is processed with negative results, this information is entered into RMS and the officer/detective is notified via e-mail. This helps reduce the volume of evidence held in the property room. The Property Evidence Unit is now maintaining a copy of all processing results received from WSP Crime and Toxicology Labs. Copies of the results are forwarded to the officer who submitted the request.

# Property Evidence Statistics

## Property/Evidence By Year

1999

- Received 8725 items of property evidence related to 4214 cases.
- 3919 cases are currently active with approximately 8112 items remaining.
- 295 cases have been cleared with disposition completed on approximately 593 items.

1998

- Received 4549 items of property evidence related to 2379 cases.
- 1221 cases are currently active with approximately 2454 items remaining.
- 1158 cases have been cleared with disposition completed on approximately 2215 items.

1997

- Received 11981 items of property evidence related to 4923 cases.
- 529 cases are currently active with approximately 1063 items remaining.
- 4394 cases have been cleared with disposition completed on approximately 8832 items.

## Active Cases Older Than 1997

1965 -- 1 case	1984 -- 2 cases	1989 -- 1 case	1993 -- 1 case
1979 -- 1 case	1985 -- 1 case	1990 -- 1 case	1995 -- 3 cases
1980 -- 1 case	1987 -- 1 case	1992 -- 1 case	1996 -- 9 cases

## Firearms

175 guns are stored as Evidence. Approximately 253 guns are stored for destruction or auction to Firearm Dealers (this includes 120 long guns and 133 handguns).

## Items Converted For Departmental Use in 1999

<u>CASE</u>	<u>PROPERTY TYPE</u>	<u>DATE</u>	<u>UNIT</u>
99B4049	Frigidaire Freezer	9/21/99	Prop/Evid
96B12526	Panasonic video play/record	9/14/99	BPD Photographer
95B14234	SW Lady Smith Revolver	9/14/99	PSU
96B577	SW M-649 Revolver	9/14/99	PSU
98B3135	SW M-10 Revolver	9/14/99	PSU
98B7540	SW M-19 Revolver	9/14/99	PSU
98B0001	Pentax IQ Zoom 115-S 35mm compact camera	7/20/99	Traffic
99B3375	Dooney & Bourke Ladies Purse	6/11/99	Detectives

## Donations To Non-Profit Organizations

<u>CASE</u>	<u>PROPERTY TYPE</u>	<u>DATE</u>	<u>ORGANIZATION</u>
96B12528	Computer equipment (including drives, monitors, software and misc. hardware/ all pre-1996 equipment). Load approximately 75% of a large truck.	6/3/99	Salvation Army
Various	11 Bicycles	6/3/99	Salvation Army
Various	Two large bags of clothing; stroller; knives and forks.	10/29/99	Salvation Army
Various	34 Bicycles	11/19/99	KC Boys & Girls Club
Various	12 Bicycles	12/30/99	KC Boys & Girls Club

### Unclaimed Cash To The City Treasury

\$4142.49 went to the City Treasury 10/11/99.

### Marijuana Analysis

277 marijuana cases were analyzed in 1999. The current Property Evidence Clerk analyzed 130 of these cases.

### Property Auctions

The auction of unclaimed property held February 10, 1999 added \$10,785.00 to the City's General Fund.

### Training

The following training courses were attended by Property Evidence unit staff in 1999:

February	Basic Microsoft Word presented by COB
	Basic Microsoft Outlook '98 presented by COB
April	Core Values presented by COB
	Property and Evidence Management presented by IAPE
June	Introduction to Crystal Reports presented by COB
	Marijuana Leaf Identification presented by WSP
September	Chemical Hazard Communications presented by COB
	Bloodborne Pathogens presented by COB
	CPR presented by COB
November	Property Room Management presented by LEIRA

# Data Center

## SUPERVISOR

Jim Holub

## LEAD SPECIALISTS

Debbie Brennan

Julie Erdmann

## RECORDS SPECIALISTS

Coleen Burdge

Janet Dole

Sharon Birdsell

Carla Furukawa

E. Lee Butler

Kelli Hoel

Corinne Deal

Matthew Lewis

Timothy O'Connor



# Data Center

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Upon implementation of the infrastructure reorganization in 1998 the Data Center became a self-contained work group within the Records Unit. Current staffing of the Data Center provides for one Supervisor, two Lead Records Specialists, ten full-time and two part-time Records Specialists. The Data Center is operational 24 hours a day, seven days a week.

Staff members are responsible for ACCESS operations including WACIC/NCIC entry of stolen vehicles, missing persons, stolen/recovered articles; police non-emergency radio traffic; observation of prisoners via security cameras; processing warrants and domestic violence orders issued by the courts; vehicle tows and impounds; issuance and maintenance of card key system; and around-the-clock officer assistance. Monitoring of fire and trouble alarms for the City is another around-the-clock function. Data Center also has the ability to interface through computers with the court Scomis and Discis systems. This aids the Records Unit staff in tracking dispositions in the dissemination of criminal history records as well as determining the eligibility of concealed pistol license and gun purchase applicants.

Near the end of 1999 ACCESS underwent an upgrade which changed many of the ways data is extracted and entered into the WACIC/NCIC system. Data Center members have begun training on new formats for entry of domestic violence orders, stolen articles and missing persons as well as new computer masks to extract data. Members of the Data Center team have been cross-trained in most aspects of the Data Center. Cross training with the Operations Unit is an ongoing process.

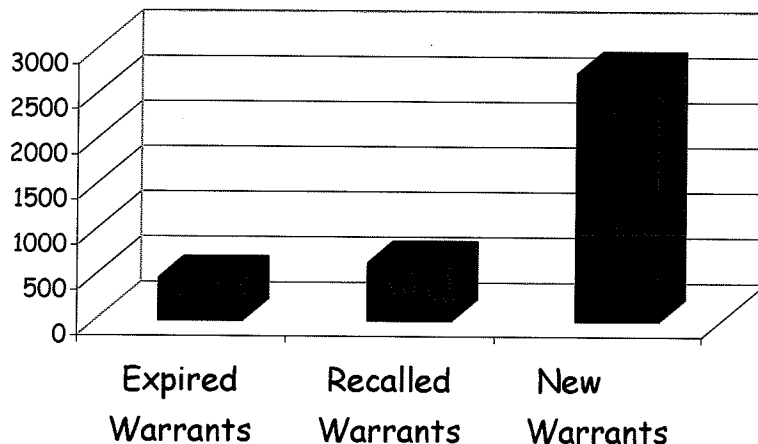
# Warrants

Upon issuance of a warrant by Bellevue District Court the warrant is sent to the Bellevue Police Department Data Center for processing and entering into the WACIC Computer System. Processing the warrant involves several steps: checking the warrant for jurisdiction; running the subject WACIC, NCIC, and DOL to verify the warrant information; running the subject NCIC III to obtain further descriptors.

The Data Center receives an average of 53 new warrants a week for entry. In most cases the warrants are processed and entered into the computer system within a few days of their arrival.

In 1999 the Data Center processed a total of 3823 warrants. Of this total amount, 2736 warrants were processed as new and entered into the WACIC computer system. A total of 630 warrants were recalled by the court with the remaining 457 warrants being cancelled because they had expired.

**1999 Warrant Activity**

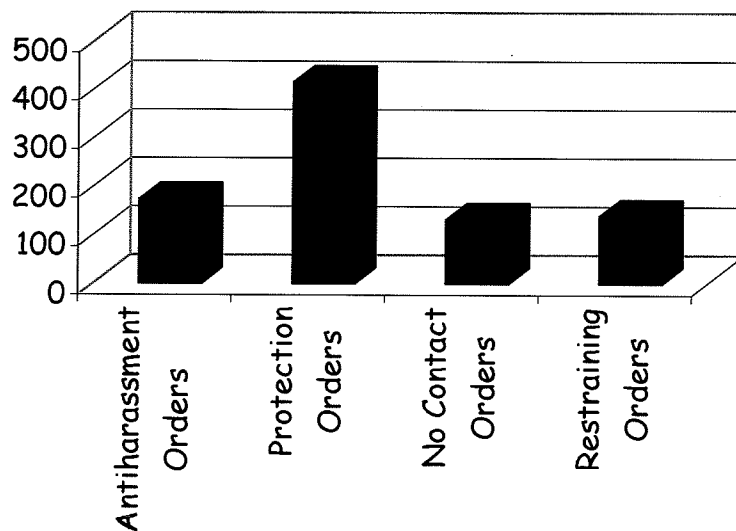




## Domestic Violence Orders

All domestic violence orders received for service and/or entry into the WACIC computer are processed by Data Center personnel. An order requiring service has a complete background done on the respondent to ensure the safety of the officer serving the order. Orders requiring entry into the WACIC system also have a complete background done to provide accurate information in the WACIC entry. Domestic violence orders include orders for protection, no contact orders, restraining and anti-harassment orders primarily issued by Bellevue District and King County Superior Courts. A total of 855 court orders were processed by the Data Center in 1999, reflecting a 1.03% increase from the previous year.

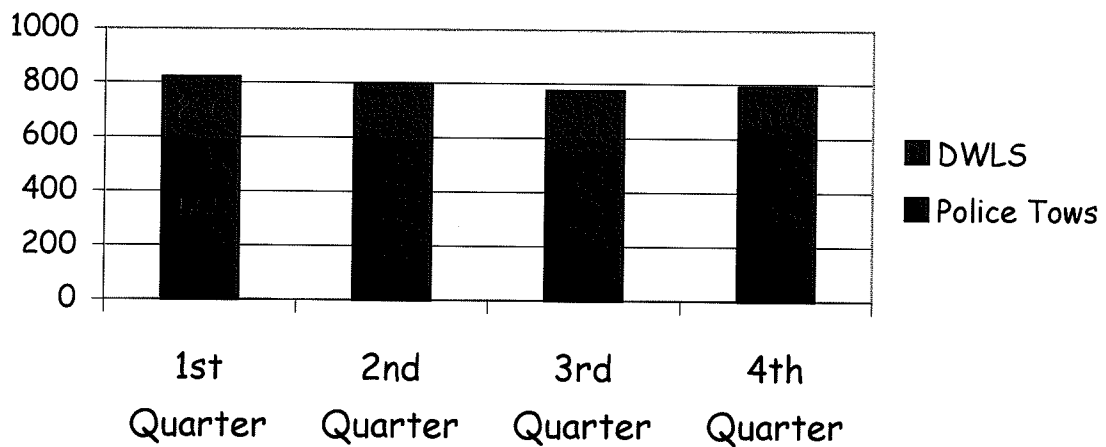
### 1999 Domestic Violence Orders



# Police Tows

The Data Center orders tows for all impounds requested by officers in the field. All tows are arranged by Bellevue Tow Dispatch, which is a private company contracted by the Bellevue Police Department and managed by the Traffic Division. Officers request tows for any number of reasons ranging from blocking disabled vehicles to traffic accidents to abandoned vehicles. A new law requiring officers to impound vehicles driven by suspended drivers has increased impound activity over the last year. The chart below shows the quarterly totals for impounds requested by our officers in 1999.

## 1999 Tows



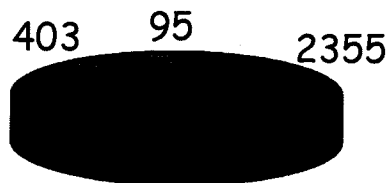
# Detention Facility Statistics

The Bellevue Police Department Detention Facility is used to process and hold prisoners arrested for various crimes. The facility has a processing area where prisoners are fingerprinted and photographed, property is confiscated and stored, and the BAC machine is utilized. There are three holding cells; one in the processing area and two in the back area. There is also a phone and restroom facility in the back area for prisoner use. Prisoners can be held up to six hours in the facility prior to disposition.

Data Center responsibilities regarding the facility include monitoring prisoners and logging prisoners in and out of the booking log. A complete background check is done on each prisoner to ensure there are no outstanding warrants in the Wacac system. During 1999 a total of 2,853 prisoners passed through the Detention Facility. On a daily basis during 1999 there was an average of 7.81 prisoners detained.

The Detention Facility is also used by other jurisdictions. Washington State Patrol maintains and utilizes the BAC machine for DUI arrests, and both the DUI and ENTTF task forces use our facility to hold and process prisoners.

## 1999 Detention Facility



■ Local Arrests ■ Juvenile Arrests ■ Outside Agency

## Radio Communication

The most demanding work environment in the Data Center is that of the main Access operator. Data Center personnel working at this position generally experience a high volume of radio activity as they respond to officers' various requests for information and assistance.

Multi-tasking skills come to the forefront as the main Access operator moves rapidly between answering the radio, making phone calls, ordering impounds, confirming warrants, monitoring holding cells, entering data and completing criminal history computer checks. The back-up operator assists with radio traffic when levels of activity are high and require additional assistance. The added assistance with one or two names can alleviate overloaded requests in a manner of minutes.

In 1999 there were an average of 13,000 inquiries made through the main Access terminal with an additional 2,650 inquiries from the backup terminal monthly. Total inquiries made during 1999 were 185,229.

# Operations

## SUPERVISORS

Ron Brothers

Edna Snow

## LEAD SPECIALIST

Debbie Martin

## RECORDS SPECIALISTS

Leslie Cline

Francis Perez

Kim Harney

LeAnn Powers

Ginger Lowry

William Proldsorfer

Larry Mytty

Lisette Roberts

Lisa Nomura

Jennifer Woodbury

## RELIEF PERSONNEL

Margie Broderick

Donna Rowley

Lance Viau



# Operations

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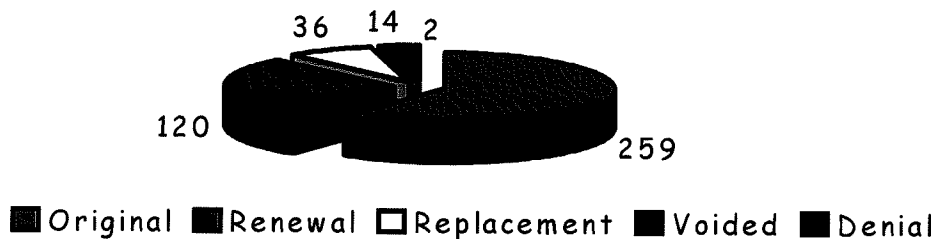
The Operations Unit is often the first contact of Police Department by citizens either in person or via phone. For this reason the public phone lines and the front counter are open seven days a week from 0700 to midnight and currently staffed with two Supervisors, one Lead Records Specialist, eight full-time and two part-time Records Specialists.

Many phone calls received by the Operations Staff are citizens with informational questions. Helpful information is provided via recorded phone lines and standard information regarding crime reports, concealed weapons permits and traffic accidents can be automatically accessed. The Operations unit also provides many services including fingerprinting for concealed pistol license applicants, firearms transfers and dealer licenses, issuance of police reports, recap for the media, bail collection, records checks, expungements, clearance letters, issuance and audits of traffic citation books, departmental forms, , processing of certified driver's records, filing and after-hours building access to city employees. Members of the Operations team have completed cross training in the Data Center as well as continued training in most aspects of floor duties.

# Concealed Pistol Licenses

The Operations Unit fields numerous questions regarding Concealed Pistol Licenses on a daily basis, whether it is via phone or at the Front Counter. To be eligible for a CPL with the Bellevue Police Department, you must be 21 years of age, a U.S. citizen, and either reside within the city limits of Bellevue or be a non-resident of the State of Washington. In 1999 we issued 413 CPL's. This includes renewal and replacement licenses. In addition to CPL applications, Operations processes applications for Alien Firearms Licenses and Firearms Dealer Licenses. The following gives a breakdown of the CPL applications received and the number of CPLs actually issued.

## CPL Applications



In addition to CPL applications, Records also processes applications for Alien Firearms Licenses and Firearms Dealer Licenses.

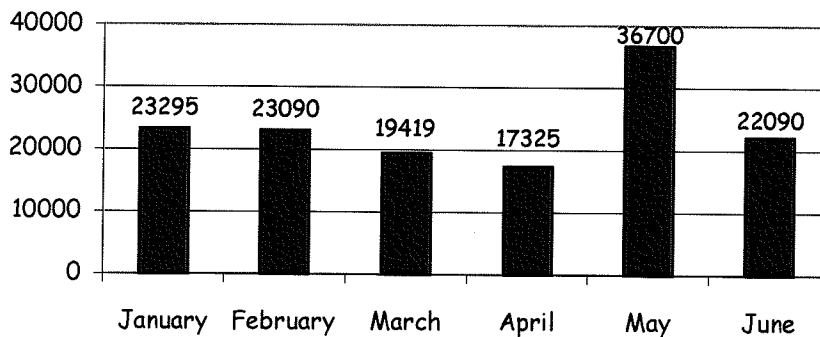
Alien Firearm License:	11 Applications received 1 License Issued
Firearms Dealer License:	7 Applications received 7 Licenses Issued

# Bail Collection

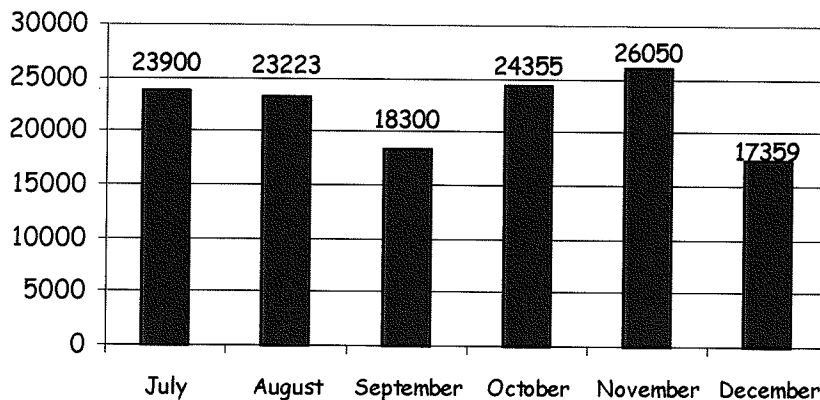
Bail money is collected at the Staff Support front desk twenty-four hours a day, seven days a week. Bail money received is reconciled daily by Staff Support Supervisors and forwarded to the Treasury Department. Bail is collected for outside agencies as well as City of Bellevue charges and warrants. Checks and credit cards are accepted for payment of bail, unless otherwise specified by the legal department or court where the charges or warrant originated. Bail Bonds, also accepted, are processed and then mailed to the appropriate court. Money that is collected in the form of a bail bond is not included in the total collections shown below.

The Bellevue Police Department in 1999 collected a total of \$257,747 in bail money.

### 1999 January-June Bail Collection



### 1999 July-December Bail Collection





## Voucher Program

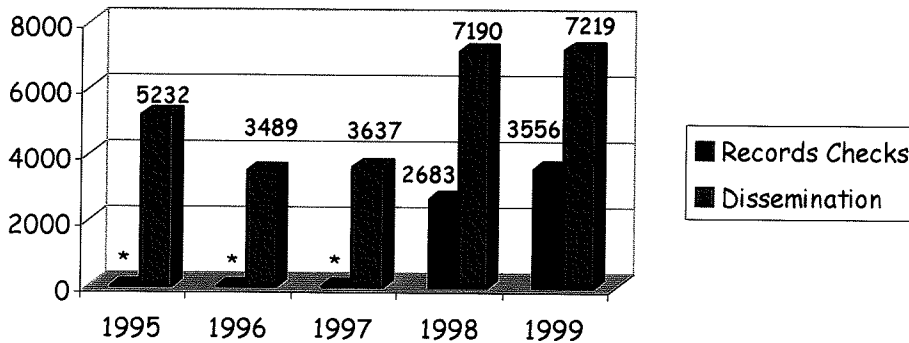
The City of Bellevue co-sponsors a program with the Salvation Army, which enables police officers to aid people who are in need of short-term emergency assistance after normal business hours and on weekends. Vouchers may be issued for lodging, bus fare, or the purchase of food/hygiene items on a one-time only basis. The Operations Section coordinates the Salvation Army Voucher program on behalf of the Patrol Section.

The voucher program was used in 1999 to assist domestic violence victims, stranded travelers, and homeless individuals. It continues to be a valuable resource tool in the police department's commitment to community policing. BPD personnel were able to assist 31 adults and 12 children with lodging, 8 adults with bus vouchers, and 11 adults and 4 children with vouchers for food/hygiene items through this program in 1999.

# Dissemination

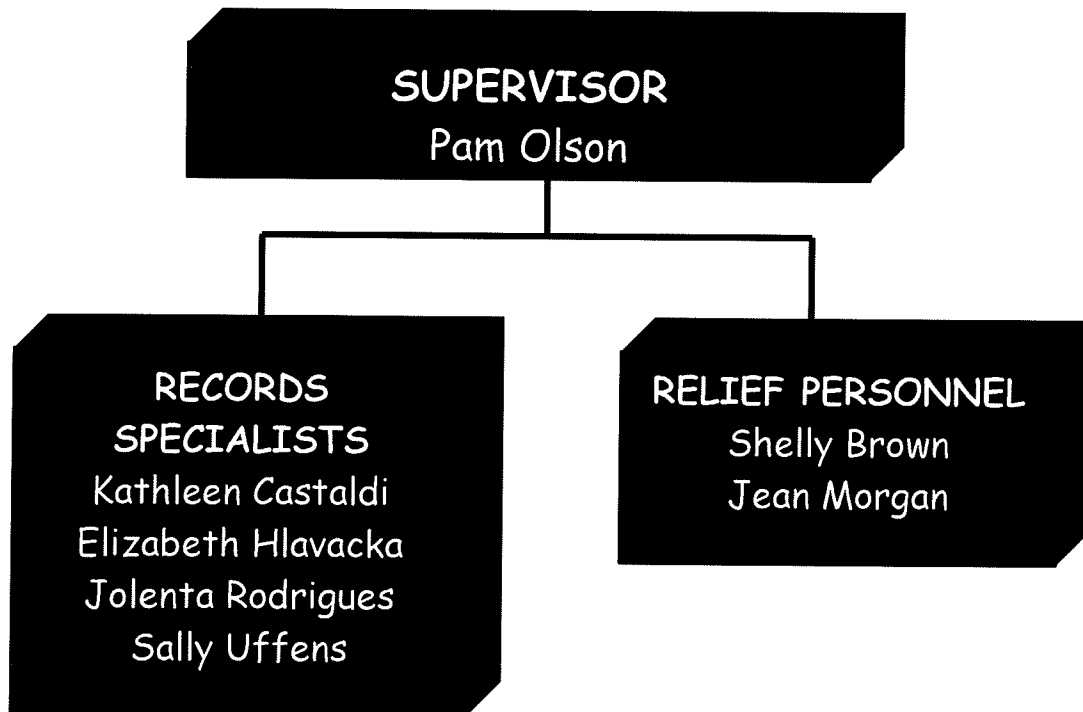
Information management continues to be one of the key responsibilities of the Records unit. The retention and release of police documents is governed by state statute and failure to comply with these guidelines can result in litigation for the City. Thousands of requests are received annually from citizens, attorneys, insurance companies, probation, officers and detectives, the COB legal department and other law enforcement agencies. All of these requests must be reviewed for compliance with dissemination laws. Many crime reports requested must be examined and edited to remove all non-conviction criminal history, information invasive of a person's right to privacy, the identity of a complainant or witness who has requested nondisclosure, or the identity of a juvenile offender or his/her family. The Operations Unit disseminated 7219 cases in 1999 and completed 3556 records checks for various outside entities.

### 5 Year Dissemination Statistics



\*No statistics kept

# Records Management System





# Record Management System

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The Records Management System (RMS) Unit is primarily responsible for entering data into the computer system. This data is generated by various divisions within the Police Department and used to create reports, calculate trends and provide statistical analysis. Other important duties include expunging records, researching missing cases, entering case dispositions, collecting and managing mug photos, cancelling and merging data and conducting quality control measures.

The RMS vendor selection process was in full force during the 1999 calendar year. It was determined in 1997 that a new, upgraded system was needed to handle the increasing amount of information and to replace the programs, databases and computers that have been in use for over thirteen years. In 1998 several potential vendors were extensively researched, however, all of the bids were declined for various reasons. Therefore, in 1999 selecting a new vendor became a high priority. Although a new vendor has not yet been selected, the team is in the final phase of vendor selection. It is anticipated that a new vendor will be selected by March of 2000.

Also during 1999, a new version of the existing RMS program was implemented in order to prepare for Y2K compliance. Prior to the upgrade, a large volume of information had to be purged from the system. This proved to be an extensive and time-consuming project. Many hours were spent researching problems, investigating identity discrepancies and conducting problem-solving techniques.

## Mug Photos

Bellevue Police Officers generally take one Polaroid photograph (and two sets of fingerprints) on every subject who is taken into custody and brought to the detention facility. On a daily basis, a Records Information Specialist assigned to the RMS Unit collects mug photos and verifies their accuracy by comparing the identification numbers, booking dates and booking numbers.

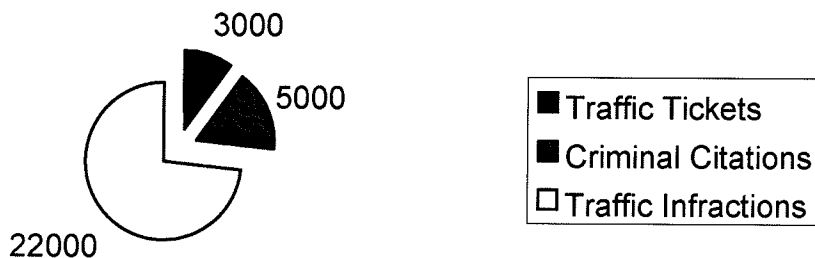
Mug photos assist Law Enforcement personnel with identifying subjects who have been arrested. Records Unit receives approximately eight to ten mug photocopy requests per month from internal departments or outside agencies. The Crime Analysis Department of the Investigations Unit handles all requests for photo montages. They are responsible for collecting and compiling similar photographs for creating the visual line-ups.

During 1999, a total of **2,505** mug photos were processed. This number computes to approximately **208** photos per month.

## Infractions and Citations

In 1999, the Records Management System entered approximately 22,000 traffic infractions into the computer system. Examples of traffic infractions include equipment violations, speeding, failure to provide current registration or insurance documents, and expired tabs. The RMS team entered over 5,000 criminal citations during the year. Criminal citations may be issued at the time of arrest or via mail (summons). Examples of criminal citations include, but are not limited to, assault, driving under the influence (DUI), theft and driving while license suspended/revoked (DWLS/R). These citations are often accompanied by lengthy and complex arrest reports. The RMS division also entered more than 3,000 parking tickets during the course of the year.

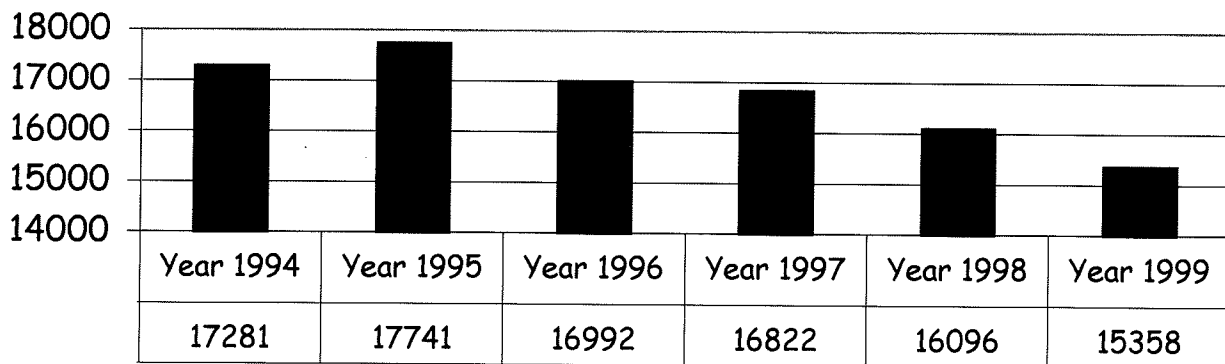
### 1999 RMS Entry Statistics



## Cases and Arrest Reports

During 1999 the RMS division entered a total of 15,353 reports. Reports are brought to the Records Unit then processed by the Operations staff. Arrest reports are prioritized because the entry is time-sensitive. Case reports are entered chronologically and include all types of incidents that do not involve an arrest.

### Case Comparison Statistics





# Cardkey System

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The City of Bellevue maintains a Cardkey System, which provides security for city employees in various governmental offices throughout the city. The Records Unit plays a significant role in the day-to-day operation of the Cardkey Computer System. While this system is actually owned and maintained by the Facilities Division of the Parks Department, it is housed within the Police Department because of its central location and hours of operation.

During 1999 the Cardkey Computer System was improved with the development of the City of Bellevue's Security Plan. Part of the new plan was requiring meetings and room reservations be scheduled a week in advance. By scheduling meetings ahead of time with the City Manager's Office, an employee's cardkey can be pre-programmed to allow their entrance into government offices before the system's weekly backup. Another improvement to the system was the addition of elevator controls in City Hall.

The Cardkey Computer System now contains approximately 1350 users. Users include not only employees and City Council Members, but also contractors and subcontractors working on city buildings, janitorial and other cleaning staff, office equipment maintenance workers, and volunteers. During the year 450 cards were created or maintained in some manner.

There are nine members of the Records Unit who are trained in various operations of the system including adding and deleting users, developing and assigning levels of access, and controlling automated times for opening and closing doors to different buildings. In 1999 two Facility Division members were trained to work with the day-to-day operation of the system.





# Critical Incident Response

---

The Records Unit has the responsibility of notifying appropriate police personnel of emergency situations that occur at both the Front Counter and in the Booking Room. In 1999 Records Specialists were involved in several such incidents in Records. The Front Counter panic button, the direct phone line to the 911 Center, radio and cameras monitoring various areas (including the City Hall entrance, the Records lobby and the booking area) were utilized to facilitate the response.

This excerpt from a 1999 departmental news release illustrates the involvement of Records Personnel in critical incidents:

*Armed Suspect Confronts Police  
October 12, 1999*

Today at about 12:55pm a man walked into the lobby of the Bellevue Police Department of City Hall and pulled a large knife out... he lunged under the glass at the counter waving the knife at Officer Bob Murphy, threatening to "stick him". The suspect demanded that Officer Murphy come out from behind the counter. When Officer Murphy refused to come out, the suspect grabbed a citizen out of the hallway, pulled him into the lobby, and held the knife at the citizen's side. The suspect threatened to kill the citizen if Officer Murphy did not come out from behind the counter. Moments later, the suspect set the knife down on the counter to throw his hostage against the wall. ...Officer Murphy quickly grabbed the knife, secured it, ran out of the door, and tackled the suspect in the lobby. Officer Murphy was assisted by two of his co-workers, Lee Butler and Larry Mytty, both civilian Records Specialists.

## Detention Facility Incidents

As mentioned previously, Data Center personnel monitor the security cameras located throughout city hall. One set of cameras is primarily used to monitor prisoners and officers in the Detention Facility. This observation is a critical aspect of officer safety. By watching officers in booking, Data Center personnel can prevent injury to officers with an immediate call to Radio for assistance.

All three cells in the Detention Facility are equipped with monitoring cameras for prisoners. Immediate response on the part of a Data Center Specialist can alleviate injury or even death of a prisoner. Sometimes monitoring is needed as documentation of incidents between officers and prisoners. A two-way intercom assists with communication between prisoners and Data Center personnel.

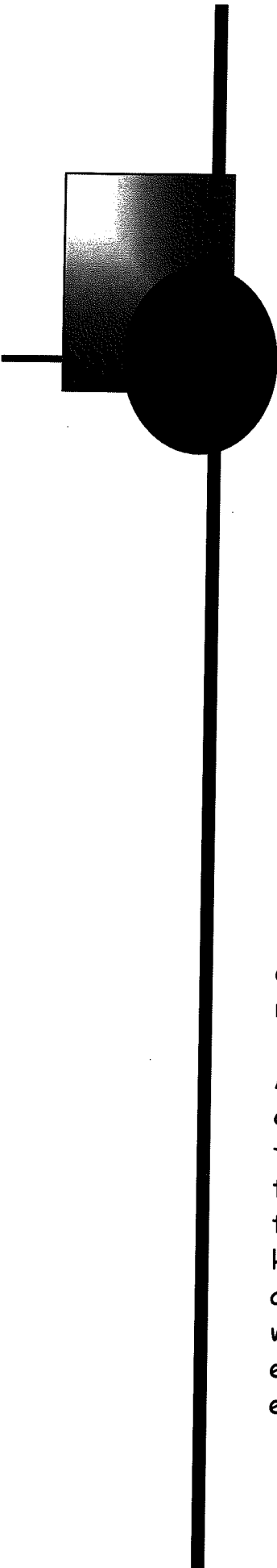
In 1999, a set of cameras was added to the back-up station in the Data Center to assist the main ACCESS station in monitoring the Detention Facility. This allows the main ACCESS station specialist member to handle radio traffic, phones and other inquiries. During a critical incident, the back-up specialist can monitor and log all events occurring in the Detention Facility.

Activities in the Detention Facility are video recorded. Tapes are changed every 12 hours. Thirty to sixty tapes are kept in the Data Center and are rotated after each 12-hour recording. When unusual or critical incidents occur, the tape is pulled and held for documentation. The Data Center maintains a Jail Incident Log to record these events.

## Detention Facility Incidents Continued

Following are some incidents encountered by the Data Center staff while monitoring the security cameras in the Detention Facility:

- ◆ A prisoner wrapped in a blanket sleeping fell off the bench onto the floor. The prisoner had difficulty getting up. A Data Center Specialist advised the arresting officer who responded and determined the prisoner is okay. One hour later, the prisoner appeared to be having difficulty moving and it was observed that the prisoner was turning blue. Again, the officer was advised by the Data Center Specialist and medical attention was provided.
- ◆ An uncooperative prisoner was brought into the Detention Facility and placed in a back cell. The prisoner began hitting the cell door, the back wall (knocking out the light in his cell), the camera, placing one hand on the bench and hitting it with the other, and trying to break the bench with a karate chop. Officers were monitoring the prisoner from the door leading into the back cells. The prisoner pulled his shoelaces off his shoes and began wrapping them around his neck. A Records Specialist called booking to advise officers of the subjects actions. Officers responded and took control of the combative prisoner until transportation by medical personnel was provided.



# Training

---

Training remains high on the priority list as we continue to respond to advancements in technology and discover new and creative ways to empower our employees to better serve the community.

## Training Committee

The summer of 1999, the Records Section established a Training Committee in order to maintain consistency in employee training and the use of training materials. This committee consists of one Supervisor (Edna Snow), three Lead Specialists (Julie Erdmann, Debbie Brennan, Debbie Martin), and three Records Specialists (Lisa Nomura, Ginger Lowry, Leslie Cline). The Training Committee meets monthly to review the status of probationary employees, training materials, and cross-training needs relevant to the section.

A front counter training manual was developed and continues to be maintained by the Committee. This year the Training Committee was actively involved in the training process of two full-time Specialists, one part-time, and one Relief Specialist. By utilizing the knowledge and skills of each trainer on this Committee and maintaining an accurate, informative training manual we believe we can most effectively prepare new employees to succeed in this career and work environment.

### State Certified Access Trainers

Two members of the Training Committee, Julie Erdmann and Debbie Brennan, are also State Certified Access Trainers. They are responsible for Level One Access Certification, not only for the Bellevue Police Department employees, but for neighboring police agencies as well. Access Trainers must conduct a minimum of two classes each year to certify employees.

### L.E.I.R.A. Conference

This year two representatives from the Records Section, Supervisor Ron Brothers and Records Specialist Leslie Cline, were able to attend the L.E.I.R.A. Conference in Vancouver. Involvement in the Conference gives us an opportunity to attend training seminars and meet and interact with individuals from other police agencies, establishing an even broader information and support network.



# Future of Staff Support

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## A Look into the Future of the RMS Division

Like many other departments within the City of Bellevue, the Records Unit of the Staff Support Section is in a constant state of development and progression. It is vital that staff members are flexible and can quickly adapt to an ever-changing work environment. The RMS team is no exception.

Two primary changes will greatly affect the RMS division in the upcoming year. First, a physical move and reconfiguration of the current workspace and second, the selection of a new records management vendor. Although these two projects have taken considerable amount of time, energy and effort, they will be of benefit to the entire department.

Currently, the RMS staff members occupy a room within the Records Unit that is too compact and cumbersome for their needs. Within the first few months of 2000, they will be moving to an adjacent office space that is presently being used by the four Records Supervisors. The new RMS room will then house the four full-time Records Information Specialists, two Relief workers, and one RMS Supervisor. The move is planned for February 2000. The new layout will provide more physical space for the staff, more storage and counter space to accommodate new job duties in the distant future and will encourage a positive communication forum.

### A Look into the Future of the RMS Division Continued

The second change effecting the Records Unit involves the selection of a new Records Management System. Throughout the course of 1999, many discussions, meeting and conferences were held to determine what vendor would best suit the needs of the Police Department. This technological upgrade will create numerous opportunities and the door will be open to link the following computer systems:

- Automated Mug Photo and Booking Systems
- Imaging and storage of documents
- Interface to the AFIS System
- Link between the proposed upgrade to the Computer Aided Dispatch System and the Records Management System
- Link for future Police Vehicle Mobile Digital Computers

It is anticipated that the new system will be online for training to begin by the first quarter of 2001.

# New Detention Facility

Innovative projects initiated by other police divisions often require direct coordination with the Records Unit due to the mutual interaction among the divisions. The new detention facility is a specific example of the significant involvement required by Records personnel. Supervisor Jim Holub and Lead Records Specialist Debbie Brennan served on the project committee to select a site and design plan for the new detention facility currently under construction.

The new system will add to Records responsibility of monitoring prisoners and responding to the needs of the personnel and occupants of the new detention facility. There will be an increase of five new cameras for monitoring purposes and an increase of six speaker microphones and three call stations to which Records will respond. The new digital camera system will require training for staff support personnel to operate effectively and efficiently.

The current System has an analog video monitoring camera system including:

- 2 outdoor cameras (sally port)
- 6 indoor cameras (3 cells, 1 phone, 2 booking room)
- 2 speaker microphones (booking room)
- 1 call station (sally port entrance)

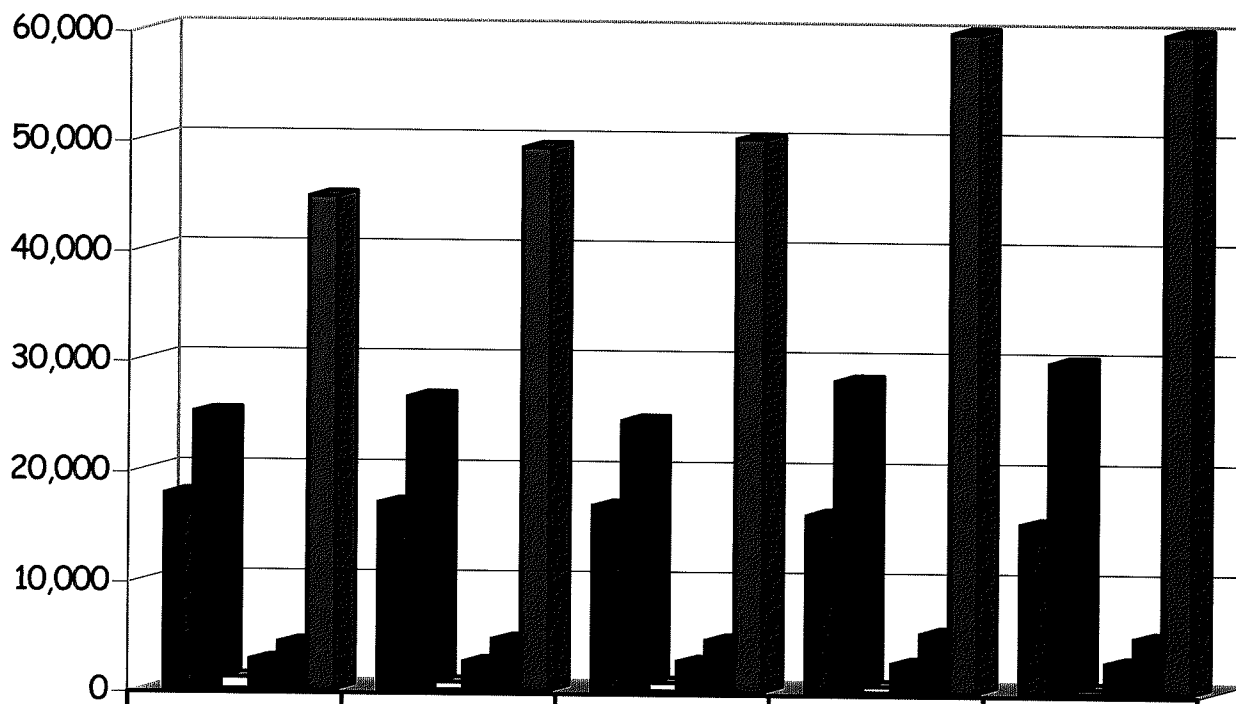
The new System will have a new closed circuit digital camera security system including:

- 4 outdoor cameras (2 sally yard, 2 outside facility entrances)
- 9 indoor cameras (7 cells room, booking/reception room, cuffing room)
- 8 speaker microphones (6 cells rooms, cuffing room, reception room)
- 4 call stations (sally yard kiosk, reception entrance, vestibule, and exit)

In addition, Records Specialists will continue to monitor the seven cameras already in place including the inside sally port door entrance, annex view towards sally port, City Hall north entrance, two north parking lot west/east views, Records lobby, and the hallway between Records and Treasury.



# 1999 Police Records Unit Comparative Statistics



	1995	1996	1997	1998	1999
■ Case Reports	17,741	16,992	16,822	16,096	15,358
■ Citations	25,145	26,603	24,528	28,252	30,000
□ Concealed Pistol Licenses	1,073	717	742	519	413
■ Warrants	2,689	2,592	2,702	2,620	2,736
■ Arrests	4,308	4,641	4,673	5,370	5,057
■ Case Copies	44,825	49,374	50,238	276,276	317,297